



Stacking Boxes for Shipment to the State Records Center

Missouri Secretary of State's Office



Boxes that are stacked in this manner will not be accepted for receipt by the State Records Center. Boxes must be stacked where all of the box labels are facing outward to facilitate Records Center staff scanning the barcodes to establishing chain of custody and confirming the received count against the manifest. The State Records Center will also not accept boxes that are wet, moldy, crushed or damaged in any way, or are not labeled properly.

The two images below show two examples of how to stack boxes on a pallet. The one on the left shows forty boxes on a pallet, five levels of eight boxes each, three boxes facing out on each end and one box facing out on each side. The image on the right shows forty-five boxes on a pallet, five levels of nine boxes each, four labels facing the front, one centered facing the rear, and two facing each side. Each level alternating to lock in the stack. Shrink wrapping is strongly recommended.



To coordinate the delivery of large shipments, contact the State Records Center at (573) 751-7963 or (573) 522-9629